

NCANG AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
1636 GOLD STAR DRIVE
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG-AGR 2013-01

OPENING DATE: 25 February 2013

CLOSING DATE: 25 March 2013

ANTICIPATED FILL DATE: To Be Determined

POSITION TITLE AND AFSC:

State Recruiting/Retention Superintendent (RRS)
8R000
0070437734

UNIT/ACTIVITY AND DUTY LOCATION:

JFHQ NC, NCANG
Duty Location: Charlotte, NC

GRADE AND SALARY: Pay and allowances commensurate with military grade not to exceed SMSGT/E-8. There is no new authorization for this position.

WHO CAN APPLY: Applications will only be accepted from current MEMBERS of the North Carolina Air National Guard.

Applicants interested in the AGR position may apply by submitting an Application for Active Guard/Reserve (NGB Form 34-1). Do not submit resumes.

AGR applicants must include with application:

- (1) A copy of your current (last 12 months) "passing" Fitness Assessment Sheet.
- (2) Current Report of Individual (RIP) - (all pages) (Obtain from vMPF)
- (3) ASVAB: Must comply with ASVAB criteria as listed in AFECDD.
- (4) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (5) Must have adjudicated Security Clearance.

**Incomplete packages will not be forwarded for consideration. DO NOT SUBMIT BINDERS OR FOLDERS.

Applications must be sent to: 145fss.fulltimejobapplications@ang.af.mil to be received not later than the close of business on the above indicated closing date. Email as one complete package...do not separate into individual attachments.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI. Minimum of two years of experience in Air Component recruiting and/or retention in SDI 8R000 and 18 months ANG membership are required prior to assuming the RRS position. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG recruiting/retention strength standards and goals with accomplished sales management ability. Comply with military duty eligibility requirements in IAW ANGI 36-101. Must be willing to work long, irregular hours, become involved in military and civic activities, and manage recruiting and retention programs that can withstand intense public scrutiny. Must be a Senior Master Sergeant (E8) or a promotable Master Sergeant (E7) prior to assignment as a RRS. Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications. Completion of RRS 101 Course within one year of assignment. Completion of the applicable coaching programs within one year of assignment is mandatory. If a prior service USAF or USAF Reserve recruiter: Completion of applicable sales training programs within one year of assignment to the RRS position is mandatory.

MILITARY ASSIGNMENT: This is a fenced position. Assignment in an Enlisted position, JFHQ-NC, NCANG, AFSC: 8R000, and appropriate military UMD grade. Must participate with unit during Unit Training Assemblies and Annual Training. Member must remain in the position to which initially assigned for a minimum of 24 months.

EVALUATION FACTORS USED: Review of individual applications and personal interviews.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Advise command staff for the state on all recruiting and retention issues, providing periodic updates regarding the status of all programs and offering recommendations concerning recruiting and retention related force management concerns. Ensure all recruiting and retention personnel are trained In Accordance With (IAW) applicable directives, instructions and procedural guidance. Ensure all recruiting and retention personnel maintain sales training proficiency requirements. Serve as the Resource Advisor (RA) for all recruiting and retention funds distributed to the state from NGB/A1Y in accordance with applicable procedural guidance. Maintain Staff Assistance Visit (SAV) Program. Ensure all Center-of-Influence (COI) events are coordinated through the appropriate levels and designed to achieve the optimal recruiting exposure. Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in all Inter-service Recruiting Council (IRC) meetings, as needed. Develop and administer the State, Regional and National Recruiting and Retention Awards Program. Analyze recruiter/retainer productivity, gain and loss trends determining whether current efforts are satisfactorily supporting attainment of goals specified in the State Recruiting and Retention Plan to ensure mission success. Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program. Ensure all required reports and requests for data are timely and accurate. Conduct a periodic review of advertising strategy and budget as outlined in the state recruiting and retention plan. Responsible for managerial oversight of the State's Recruiting and Retention Programs. Ensure Air Force Recruiting Information Support System (AFRISS) and AFRISS Based Retention Office Manager's Productivity System (ROMPS) [ABR] are utilized to fullest capability by all recruiting and retention personnel. Evaluate all waivers from state recruiting and retention personnel and forward to the appropriate waiver authority. Ensure a Health Professions/Medical Recruiter is designated for each wing and conduct a health team workshop, as needed or required. Identify and select a designated officer recruiter for each Wing. Perform other duties as required by governing regulations/instructions.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

DISTRIBUTION: A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA12, VCSOP-1